

The City of Marlborough is pleased to announce that it now accepts passport applications on behalf of the U.S. Department of State. U.S. citizens planning international travel may apply for their passports by calling 508-460-3770 or emailing passport@marlborough-ma.gov to make an appointment. Office hours are 9 a.m. to 4 p.m., Monday through Friday.

For more information about downloadable application forms, current requirements and fees, travel warnings and consular information sheets on every country in the world, visit the official web site of the US Department of State at www.travel.state.gov.

Commonly asked questions:

Q. How do I make an Appointment or ask a question?

A. Call 508-460-3770 or email passport@marlborough-ma.gov

Q. I have never had a passport before. What do I do?

A. Make an appointment

Fill out DS Form -11 Application for U S Passport
(DS Form 11 is available at City Hall or on line at WWW.TRAVEL.STATE.GOV)

You must bring to your appointment:

Completed form 11;

Proof of US Citizenship (birth certificate, expired passport, etc.);

Proof of Identity (Picture ID with signature e.g. drivers license, government ID, expired passport, etc.);

Two recent color photograph. (These can be obtained from most photographers, Walgreens, CVS, or Brooks for about \$8.00).

Checks/money orders to pay the following:
Applicants age 16 or over - \$67 for passport (check made payable to US Department of State) \$30 processing fee (check made payable to City of Marlborough).
Applicants under Age 16 - \$52 for passport (check made payable to US Department of State) \$30 processing fee (check made payable to City of Marlborough).

Q. I have a passport that has expired and it was issued less than 15 years ago. What do I do?

A. You do not need an appointment as you can renew your passport by mail by using Form 82 Application for US Passport by Mail. DS Form 82 is available at City Hall or on line at WWW.TRAVEL.STATE.GOV

Q. I have a passport that has expired and it was issued more than 15 years ago. What do I do?

A. Make an appointment

Fill out DS Form -11 Application for U S Passport
(DS Form 11 is available at City Hall or on line at WWW.TRAVEL.STATE.GOV)

You must bring to your appointment:

Completed form 11;

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Q. I have a child under age 14 who needs a passport. Are there any special rules?



**U.S. Passport Applications
for
Children Under Age 14
Require Both Parents' Consent**
As provided by Public Law 106-113, Section 236
Effective July 2, 2001



Important: All minors must appear in person when applying for a passport.

Both parents or child's legal guardian must:

1. Present evidence of child's U.S. citizenship and
2. Present evidence that they are the parents or guardian and
3. Show valid personal identification and
4. Sign and take oath before an authorized passport acceptance agent.

**If the second parent is not available to sign,
the appearing parent must:**

1. Do the above and
2. Present evidence of
 - sole legal custody of the child or
 - notarized written consent of the other parent for the issuance of the passport or
 - written statement explaining why non-applying parent's consent cannot be obtained.

**If no parent is available to sign,
the third-party *in loco parentis* must:**

1. Appear with a notarized written statement or affidavit from both parents or custodial parent(s), authorizing the third-party to apply for passport. When the statement or affidavit is from only one parent, the third-party must present evidence of sole custody of the authorizing parent.

The law requires that all applications be signed under oath under penalty of perjury.

**The most efficient way to apply for a child under age 14
is to present the required documentation and**

- For *both* parents to appear at the time of application, or
- If only one parent can apply, for the applying parent/guardian to present the additional documentation required at the time of application.

See reverse for examples of acceptable evidence.
Incomplete submissions will delay passport issuance.

The passport fees paid at the time of application are non-refundable processing fees.



For questions: Visit us at travel.state.gov

or

Call the National Passport Information Center toll-free at

1-877-487-2778 (TDD/TTY: 1-888-874-7793)

Monday-Friday, 8 a.m. – 8 p.m, ET, excluding Federal holidays



For Children Under Age 14: Documentation Required

Citizenship, Relationship, and Identification

1. Evidence of child's U.S. citizenship, one of the following:

Born in the U.S.

- certified U.S. birth certificate
- previous fully valid U.S. passport

Born Outside the U.S.

- *Report of Birth Abroad* (Form FS-240)
- previous fully valid U.S. passport
- *Certificate of Citizenship* or *Naturalization* from INS
- *Certification of Birth Abroad* (Form DS-1350)
- or other evidence for first-time documentation

2. Evidence of child's relationship to parents/guardian, one of the following:

Born in the U.S.

- certified U.S. birth certificate including parent(s)' names

Born Outside the U.S.

- certified foreign birth certificate including parent(s)' names,
- *Report of Birth Abroad* (Form FS-240)
- *Certification of Birth Abroad* (Form DS-1350) with parent(s)' names
- adoption decree including adopting parent(s)' names
- court order establishing custody
- court order establishing guardianship and authority to apply for passport

3. Parental identification, such as one of the following:

- valid driver's license
- valid official U.S. military ID
- valid government (Federal, State, local) employee ID
- valid U.S. or foreign passport with recognizable photo
- *Certificate of Naturalization* or *Certificate of Citizenship* from INS with recognizable photo
- *Permanent Resident Alien Card*

Parental Permission

1. Both parents appear or
2. Applying parent submits second parent's notarized Form DS-3053, *Statement of Consent*, or other notarized written statement consenting to passport issuance for child or
3. Applying parent submits primary evidence of sole authority to apply, such as one of the following:
 - child's certified U.S. or foreign birth certificate listing *only* applying parent
 - *Report of Birth Abroad* (FS-240) or *Certification of Birth Abroad* (DS-1350) listing only one parent
 - court order granting sole custody (unless child's travel is restricted by that order)
 - adoption decree (listing only the applying parent)
 - court order specifically permitting applying parent's or guardian's travel with the child
 - judicial declaration of incompetence of non-applying parent
 - death certificate of non-applying parent or
4. Applying parent submits a written statement explaining why non-applying parent's consent cannot be obtained or
5. Third-party *in loco parentis* appears with notarized written statement or affidavit from both parents or custodial parent(s) authorizing the third-party to apply for passport. When the notarized statement or affidavit is from only one parent, the third-party must present evidence of sole custody of the authorizing parent.

Children's Passport Issuance Alert Program (CPIAP)

Separate from the two-parent signature requirement for U.S. passport issuance, parents may also request that their minor (under age 18 for this program) children's names be entered in the U.S. Passport name-check system. The Children's Passport Issuance Alert Program provides:

- Notification to a parent if a passport application made on behalf of his/her minor child(ren), and
- Denial of passport issuance if appropriate court order(s) is on file with the CPIAP.

For more information, contact the Office of Children's Issues at:
Tel: 202-736-9130; Fax: 202-736-9133; Web Address: www.travel.state.gov/family